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DD/M&S Registry

File Personal 15

20 FEB 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Office of Security Criteria for Professional Employees

1. Action Requested: It is requested that you approve the attached criteria to be applied in the selection of professional employees for the Office of Security.

2. Basic Data: A committee consisting of the three functional Deputy Directors of the Office of Security convened in February 1974 to formulate criteria to be applied to candidates for employment in the Office of Security. The committee's objective was to establish clear guidelines to be used in the screening and selection of professional employee applicants.

3. Staff Position: The Office of Security has felt a need for some time now to update and clarify the guidelines used in bringing young professional officers into the Career Service. By applying more definitive guidelines, we hope to ensure a continuing input of highly-qualified and dedicated young officers who are seeking a long-term career with the Office of Security.

4. Recommendation: The committee has now concluded its study and recommends, with my concurrence, that the attached criteria should apply in employing professional employees.

[Redacted Signature Box]

Charles W. Kane
Director of Security

STA

Attachment

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SUBJECT: Office of Security Criteria for Professional Employees

Approved: /s/ Harold L. Brown

27 APR 1974

Disapproved: _____

Distribution:

Orig - Return to D/Security

② - DD/M&S



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OFFICE OF SECURITY CRITERIA FOR PROFESSIONAL EMPLOYEES

AGE: The candidate should be a minimum age of 21 with a maximum of 30 years of age.

EDUCATION: Baccalaureate degree from a college or university recognized by the Accrediting Commission of the Office of Education.

PHYSICAL STANDARDS: Professional candidates must pass the Agency's Full-Duty General medical standards. (This means the candidate is eligible for domestic and foreign duty without restriction.) A candidate's personal appearance should be acceptable to the general public.

FLEXIBILITY IN ASSIGNMENT: The individual must be willing to accept an assignment anywhere, anytime, depending upon the needs of the Career Service.

PROCESSING: In addition to security and medical processing, all candidates should be provided PETB testing to be conducted by the Office of Training. Language aptitude testing should be accomplished at the same time.

INITIAL SELECTION: The mechanics for initially selecting an individual professional employee will be through a Candidate Selection Panel. This Panel should be chaired by a Career Board member and consist of a representative group of professional employees, to include some younger officers. Selections by this Panel will be referred to the Career Board.

RECRUITMENT SOURCE: The identification of candidates should be obtained from the Office of Personnel, [] or from any other source that might be available to us to produce candidates worthy of consideration.

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CAREER BOARD ACTION: After the Career Board has reviewed and approved the candidate recommended by the Candidate Selection Panel, a committee of not less than three Career Board members will interview the candidate in depth, the results of which will be recorded. The candidate's professional aspirations, as well as responsibilities to the Office of Security, will be covered. The Career Board will thereafter recommend to the Director of Security candidates for professional employee status.

IMMEDIATELY AFTER EOD: All selected professional employees will attend the Special Agent's course.

ASSIGNMENTS: Following the Special Agent's course, each employee will be assigned to the liaison function for not more than one year.

STA

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The only exception to the first and second assignments as noted above would be for specialists such as audio and safety engineers. It is felt that to remove these specialists from their disciplines for a period of three years would not be in the long-range interest of this Office.

GRADE LEVEL: New professional employees will be employed at the GS-07 through GS-09 levels depending upon their education and past experience.

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Approved For Release 2003/02/27 : CIA-RDP84-00780R006000150005-7

Approved For Release 2003/02/27 : CIA-RDP84-00780R006000150005-7

26 April 1974

TAT
NOTE FOR: Mr. ~~Brownman~~ via Mr. Blake

SUBJECT : OS Professional Criteria

I find it hard to disagree with the overall intent of establishing reasonable guidelines, standards, and criteria for professional Security Officers. It would appear that some of the items are fairly rigid, however, and would hope that the "personal appearance" rule and other guidelines would not be used to keep out qualified blacks (or polygraph operators with language capabilities). Not having been an investigator, I probably have a bias against the need to knock on doors for three years.

TAT The key point, in my mind, is the need or the advisability of the DD/M&S to approve or disapprove the document, especially if he is not doing the same thing for STA
 communicators; Fred Janney's Personnel Officers; Harry Fitzwater's computer specialists, or John Tietjen's doctors. Unless there is a conflict with an overall DD/M&S policy, I don't think Mr. Brownman should be addressing nitty-gritty qualifications or "physical standards" in OS.


LJD

Att: DD/M&S 74-1488

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Security Criteria for Professional Employees

FROM: Charles W. Kane
Director of Security
4E-60, Hqs.

EXTENSION

NO.

DATE

25 APR 1974

STA

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DD/M&S
7D-18, Hqs.

27 APR 1974

RLB

This is an effort
 to bring in "new
 blood" There could
 be exceptions where
 it is deemed appropriate
 to bring in individuals
 with particular skills
 on a "Lateral basis"

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10. D/Security
4E-60, Hqs.

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